



Electric Vehicle Supply Equipment (EVSE) Rebate Program Guidelines

Program Description

- MEA is working with Marylanders to help expand the State's electric vehicle charging infrastructure through the Electric Vehicle Supply Equipment (EVSE) Rebate Program.
- The EVSE Rebate Program provides funding assistance for costs incurred acquiring and/or installing qualified EV charging stations (EVSE).

Type of Incentive Program

- Rebates will be issued on a first-come, first-served basis as funds are available. This is a reimbursement program and rebate recipients must provide their own funding to cover expenses as they are incurred. Applications may be submitted to MEA only after the EVSE has been acquired, installed, is operational, and costs paid in full.
 - It is acceptable to submit an application if project costs are paid over a period of time on a subscription basis.

Program Budget

- The total amount of funding currently available for this rebate program in state fiscal year (FY) 2021 (7/1/2020-6/30/21) is up to \$1,800,000. However, MEA reserves the right to increase or decrease the program budget.

Eligible Applicants and Guidance

Eligible applicants for the residential application include:

- Individuals who are purchasing EVSE for their private and exclusive use at their home.
 - Individuals are limited to one (1) residential rebate per property address. If an individual has previously received an EVSE rebate from MEA, they are not eligible to apply for an additional rebate at that same address. If an individual previously received a rebate for EVSE at a given address, and a rebate is sought for an additional/new EVSE at that same address, an application may be submitted by that individual's spouse or other individual that also lives at that address. If an individual has previously received a rebate for EVSE at one address, they are eligible to apply for a rebate for EVSE at a new/different address.

Eligible applicants for the commercial application include:

- Businesses and/or limited liability companies located in Maryland and/or registered and in good standing with the Maryland State Department of Assessments and Taxation.
 - This includes entities that intend to purchase and locate EVSE for non-exclusive individual use at multi-unit dwelling (MUD) developments (apartments, condominiums, homeowners associations etc.) If an individual living at a MUD development intends to purchase EVSE for their personal use, that individual should submit a residential application.
 - This includes employers that intend to purchase and provide EVSE, located at a workplace, to their employees.
 - Applicants that previously sought rebate funding under the “service station” application in previous program years can now apply under the commercial application.
- Incorporated non-profit entities.
- Units of state or local government.

Ineligible applicants include:

- Regulated utilities.
- Units of the federal government (even if property is located within MD).

Rebate Amounts

- Rebates are calculated on a per charger basis by multiplying 40% by the purchase and installation price of the EVSE and are capped at the following amounts:
 - Residential: 40% up to \$700
 - Commercial: 40% up to \$4,000
 - An entity applying for commercial rebates cannot receive more than 20% of the program budget in a fiscal year. For FY21, this total rebate award cap equates to \$360,000.
- Dual headed charging stations and/or charging stations with the capability of charging multiple vehicles at one time are considered one charger.

Eligible Costs

- Eligible costs under this program include those costs directly attributable to the site design, charger equipment, installation, labor, site preparation, upgrade for utility connections, signage and equipment necessary to implement and operate the EVSE.
- Ineligible costs include the purchase of (electricity) fuel to stock the EVSE, and any ongoing equipment and site maintenance costs.

Project Requirements

- Eligible EVSEs include property installed and located in the State that is used for recharging of on-road motor vehicles propelled by electricity.

- EVSE may be of any power level (120 V, Level 2 240 V, or DC fast chargers).
 - It is recommended that entities seeking funding assistance for DC fast chargers instead apply to MEA's [Clean Fuels Incentive Program \(CFIP\)](#).
- EVSE must be safety certified by a Nationally Recognized Testing Laboratory (NRTL). NRTL's in North America that can test and certify EVSE includes but is not limited to: Underwriter's Laboratory (UL), Intertek (ETL), and MET Laboratories, Inc.
- EVSE must be purchased new, used EVSE is not eligible for the rebate.
- EVSE must be installed by a licensed, professional electrical contractor (for applicants that include installation expenses in their application). Eligible EVSE may not be self-installed unless that individual is also a licensed, professional electrical contractor.
- EVSE may either be networked or non-networked.
- While not a requirement, applicants are encouraged to consider EVSE that meets [ENERGY STAR](#) certification.
- EVSE may either be publicly or privately accessible.
- EVSE may either be hard-wired or plug-in.
- Stand alone, mobile EVSE may be eligible for rebate approval on a case-by-case basis. If approved by MEA, applicants may be expected to provide periodic updates on location and usage of EVSE to ensure equipment is being used within the State. Prospective applicants who wish to seek a rebate(s) for this type of project should consult the MEA Program Manager before submitting an application.
- Eligible EVSE cannot be replacing older EVSE that previously benefited from/received EVSE Rebate Program funding.

Application Process and Contents

- **Application Eligibility Restrictions**
 - **Applications must be received by MEA within 6 months of the date that the equipment and/or install expenses were incurred. If an application is being submitted for both equipment and installation expenses, both sets of expenses must have been incurred within 6 months of the date the application is received by MEA.**
- **General Application Instructions**
 - MEA strongly recommends filling out forms electronically, which will save time and eliminate errors. Certain fields are validated for form and content.
 - An incomplete application package will be considered ineligible until all necessary supporting documents are provided to MEA. As rebates are issued on a first-come, first-served basis, applications will not be considered for rebate funds until the date that MEA receives all necessary application documents.
 - Applications that are missing supporting documents may be returned to the applicant by MEA without being processed.
- **How to Apply**
 - MEA requests that all applications be submitted electronically. If the applicant does not agree to using electronic communications regarding the rebate

application, please email evse.mea@maryland.gov to arrange an alternative method of submission.

■ For residential applicants only:

- Send an email to evse.mea@maryland.gov indicating that you wish to submit an EVSE Rebate application. Include your full legal name and address in this email. **To ensure that your personally identifiable information is protected, please do not attach your application to this initial email.** MEA staff will then send you a separate encrypted email from this address, using Virtru, the State of Maryland's encryption tool. More information about Virtru can be found at <https://doit.maryland.gov/support/Pages/email-encryption.aspx>.
- Reply to this secure email (you may be asked to unencrypt the email first) and attach the completed application form and required documents. Send the reply email back to MEA at the earliest possible convenience- these links expire after 24 hours, after which the applicant will have to request a new link to be sent. **Note:** Application forms must still contain a (scanned) wet ink signature, or digital signature. If utilizing a digital signature, please sign using your finger, a stylus, or a mouse, etc. **MEA cannot accept forms with typed signatures** (plain text, scripted font, etc.).

■ For commercial applications:

- Unless a commercial application contains personally identifiable information, applications can be sent directly to evse.mea@maryland.gov

● Application Contents

- A complete, signed application form.
- Photocopy of a paid invoice, receipt or equivalent proof of payment for EVSE showing purchase price and date.
 - If an applicant seeks a rebate for the installation of a NEMA 14-50 outlet to be used by plug-in EVSE, the equipment cost section may be left blank and the equipment invoice would not be required.
- Photocopy of a paid invoice, receipt or equivalent proof of payment for EVSE installation showing installation price and installation date.
- Photo of installed EVSE.
 - If an applicant seeks a rebate for the installation of a NEMA 14-50 outlet to be used by plug-in EVSE, the photo must still show the actual EVSE plugged into the outlet. The photo must confirm actual charging equipment.
- Commercial applicants applying for more than four (4) rebates (chargers) must also complete and submit an EVSE Form A. Form should be included with the application as a separate Excel file.
- Commercial applicants applying to the program for the first time are also required to submit a complete and signed W-9 form.

Terms and Conditions

- Applicant may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws.
- Applicant, if a business, is incorporated or is registered to do business in the State, and is in good standing with the Maryland State Department of Assessments and Taxation.
- To the best of the applicant's knowledge and belief, the applicant is not in default on any financial obligation to the State or MEA.
- Applicant certifies to MEA that applicant has the right to install the EVSE for which a rebate is being sought at the property where the EVSE is installed, or has otherwise obtained consent from the property owner or landlord to install the EVSE.
- Applicant affirms, to the best of his or her knowledge and belief, that (i) the installation of the EVSE was completed in compliance with all local and state zoning, building, historic preservation and other applicable codes and construction/rehabilitation laws or regulations; and (ii) Applicant has obtained all necessary regulatory approvals, permits, variances, and licenses to install the EVSE, including Maryland Historical Trust approval of any architectural plans and specifications for the installation, if applicable.
- Applicant agrees that MEA may share certain information obtained by MEA from the applicant with external entities as part of local utility EVSE programs/efforts and federally funded EVSE data collection projects. For residential applicants, this information may include project county, zip code, and project type. For commercial applicants, this information may include applicant name, applicant contact information, project address, and project type.
- Commercial applicants certify that they will ensure that EVSE is registered with both [Plugshare](#) and the [US Department of Energy's Alternative Fuel Data Center \(AFDC\) Station Locator](#).
- American Manufactured Goods (effective October 1, 2019)- Chapter 757 of the 2019 Acts of the General Assembly of Maryland includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article. Applicants affected by those provisions should take them into account when developing FY21 applications to SEIF-funded programs.
- Rebates issued by the State of Maryland may be taxable. As the MEA is unable to give tax advice, any tax-related questions should be directed toward a qualified tax professional.
- Applicant certifies to MEA that they understand MEA or an authorized representative may contact the applicant in the future regarding driving and charging behavior as well as overall electric drive satisfaction

Relevant Programs/Resources

- Residential and multifamily property applicants could see additional savings on charging equipment and installation costs through programs now offered by [Baltimore Gas and Electric \(BGE\)](#), [Pepco](#), [Delmarva Power](#), and [Potomac Edison](#).

- Applicants are strongly encouraged to register their EV with their utility if they have not done so already.
- For more information on EV's and EVSE, please visit marylandev.org or the US Department of Energy [Alternative Fuel Data Center \(AFDC\)](http://AlternativeFuelDataCenter(AFDC)).

Contact Information

- If you have questions about the program in general and/or these guidelines, contact Mike Jones, MEA Transportation Program Manager at Michael.Jones1@maryland.gov.
- If you have questions regarding submitted applications and/or their status, please contact evse.mea@maryland.gov.